

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS  
AND LETTERS OF INTEREST****5/20/2022**

**The City of Paris**, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of **approximately 2400 linear feet of sidewalk and extensive pedestrian upgrades. This project begins at the intersection of SR 76 and SR 69, known locally as Tyson Avenue and Mineral Wells.** The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional consultant engineering consulting firm must be on TDOT's pre-approved list or have a completed pre-qualification form filed with TDOT by the deadline for the Letters of Interest. The prequalified firm must have unlimited status. Responsibilities of the professional consultant firm include, but are not limited to:

**Required Scope of Services**

- Provide field survey services of the project area
- Provide services to complete the Environmental document
- Provide engineering design services to prepare bid/construction documents for the construction of the project
- Prepare itemized estimate of probable cost using TDOT item numbers
- Prepare project specifications and bid documents
- Prepare bid notice
- Prepare bid advertisement
- Permit submittal for review and approval to TDOT
- Utility submittal for review and approval to TDOT
- Assist City in evaluation of bids and recommendation for contract award
- Perform Construction Engineer Inspection (CEI) services during construction
- If necessary, hire and manage any Right-of-Way (ROW) Specialist to obtain ROW Certification
- Any other services needed to complete the design, bidding and construction of the project.

**Estimated Schedule for Performance of Work**

- Design to be complete by May 4, 2025
- Construction to be complete by May 4, 2027

Firms may request consideration by submitting a letter of interest along with qualifications to **The City of Paris, 100 North Caldwell, Paris, TN 38242 Attn: Mayor Carlton Gerrell or via email to [kfoster@cityofparistn.gov](mailto:kfoster@cityofparistn.gov).** All letters of interest must be received by **June 06, 2022** on or before **4:30 PM**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. The method of payment will be lump sum fee.

**Phase I Evaluation**

For Phase I evaluations firms shall submit letters of interest with firm contact information including name, address and e-mail of primary contact. The letters of interest shall also include:

- **Qualifications and availability of key personnel**

- **TAP Engineering Experience**
- **Scope of services available**
- **Project Familiarity**

From the letters of interest, **The City of Paris** will select 3 qualified firms to submit Phase II qualifications. From this list the top ranked consultant will be selected.

## **Phase II Evaluation**

**The City of Paris** will evaluate the top 3 firms on the following criteria (relative weight):

- Past experience in the required disciplines with TDOT and other clients. (20%)**
- Past experience specific to downtown streetscape and revitalization projects. (20%)**
- Qualification and availability of staff. (15%)**
- Demonstrated ability to meet schedules without compromising sound engineering practice. (15%)**
- Evaluations on prior projects with TDOT and other clients, if available. (10%)**
- Size of project. (10%)**
- Amount of work under contract with TDOT and other clients. (10%)**

The consultant evaluation committee holds the ability to conduct interviews based on scoring as Phase III Evaluation.

Prequalification procedures, example letter of interest, list of pre-qualified firms and certified DBEs, TDOT's standard procurement policy, and additional information can be found at this internet address <http://www.tn.gov/tdot/topic/consultantinfo>. For information on prequalification, please contact Christine Smotherman at (615)741-4460 or [Christine.Smotherman@tn.gov](mailto:Christine.Smotherman@tn.gov).

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by **The City of Paris**. For information on DBE certification, please contact David Neese at (615)741-3681 or [David.Neese@tn.gov](mailto:David.Neese@tn.gov). Details and instructions for DBE certification can be found at the following website: <http://www.tn.gov/tdot/topic/small-business>.